



# ARIZONA GAME AND FISH DEPARTMENT

## Arizona Boating Access Program

### Appendix A: Application Forms and Examples

<b>AGFD Form B1:</b>	Application Checklist
<b>AGFD Form B2:</b>	Memorandum of Understanding (Example of)
<b>AGFD Form B3:</b>	Arizona Game and Fish Department Application Packet
<b>AGFD Form B4:</b>	Project Evaluation Form
<b>AGFD Form B5:</b>	AGFD SHPO Certification
<b>AGFD Form B6:</b>	Collection Agreement (Example of)
<b>AGFD Form B7:</b>	Itemized Cost Estimates (Example of)
<b>AGFD Form B8:</b>	Location Map, Site Map/Plan (Example of)
<b>AGFD Form B9:</b>	Grant Payment Request
<b>AGFD Form B10:</b>	Quarterly Construction Progress Report
<b>AGFD Form B11:</b>	Project Expenditure Record
<b>AGFD Form B12:</b>	Site Inspection Form (Example of)



## Application Checklist

**Project Title** \_\_\_\_\_

This checklist is provided to assist the subgrantee during the application process to identify the order in which the documents are to be completed and which documents are required. Check each box as each document is completed. Each box must have either a checkmark indicating the document has been completed and submitted, or initials indicating that the document is not applicable to the project. If you are unsure of any item on the checklist, please contact the Arizona Game and Fish Department, Boating Facilities Program Manager in sufficient time to resolve or answer a question. All forms are provided on the following pages, describing how to develop all requested documents.

**DEADLINE FOR APPLICATIONS:  
5:00 pm on the last business day in November**

### MANDATORY DOCUMENTATION FOR COMPETITIVE GRANT PROCESS

<b>AGFD Form B2</b>	Memorandum of Understanding (if applicable)	
<b>AGFD Form B3</b>	Arizona Game & Fish Grant Application Packet (all mandatory)	
	Project Application Form	
	Exhibit "A" Project Site Information	
	Exhibit "B" Project Proposal Information Sheet	
	Exhibit "C" Boating Access Project Information Sheet	
	Exhibit "D" Itemized Cost Estimate, Vicinity Map, Schematic Site Plan, Photos	
<b>AGFD Form B4</b>	Project Evaluation Form (form provided)	
<b>From Applicant</b>	Letter of support from land owner (if other than Subgrantee)	

### MANDATORY DOCUMENTATION AFTER PROJECT HAS BEEN AWARDED

<b>AGFD Form B6</b>	Collection Agreement provided by the Department (sent by Department)	
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### MANDATORY DOCUMENTATION AFTER COLLECTION AGREEMENT HAS BEEN SIGNED BY BOTH PARTIES AND APPROVED BY THE DEPARTMENT

<b>From Applicant</b>	NEPA Documentation (EIS, EA, or Categorical Exclusion – if applicable)	
<b>From Applicant</b>	Endangered Species Act Section 7 Determination (BA&E or BO – if applicable)	
<b>From Applicant</b>	SHPO Documentation (if applicable)	
<b>From Applicant</b>	Clean Water Act Permits (Section 404 & 401 - if applicable)	
<b>From Applicant</b>	Arizona Department of Agriculture (Protected Native Plants – if applicable)	

### MANDATORY DOCUMENTATION FOR REIMBURSEMENT

<b>AGFD Form B9</b>	Grant Payment Request (form provided)	
<b>AGFD Form B10</b>	Quarterly Construction Progress Report (form provided)	
<b>AGFD Form B11</b>	A Project Expenditure Record (form provided)	

### MANDATORY DOCUMENTATION FOR CLOSURE OF PROJECT

<b>AGFD Form B9</b>	Grant Payment Request (form provided)	
<b>AGFD Form B11</b>	A Project Expenditure Record (form provided)	
<b>From Applicant</b>	Letter to the Department certifying the project is complete	
<b>From Applicant</b>	Letter to the Department certifying (YOU) have complied with the Single Audit Act of 1984, concerning the expenditures on the project (if applicable)	
<b>From Applicant</b>	A qualified engineer must furnish a written report of final inspection (if applicable)	

**MEMORANDUM OF UNDERSTANDING**

**With the  
Arizona Game and Fish Commission  
For  
Construction and Maintenance of  
Boating Access Facilities**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the Arizona Game and Fish Commission, hereinafter referred to as the COMMISSION, acting through its administrative agency, the Arizona Game and Fish Department, hereinafter referred to as the DEPARTMENT, pursuant to A.R.S. 17-231.B.7., and \_\_\_\_\_ hereinafter referred to as the SUBGRANTEE, acting pursuant to \_\_\_\_\_, is for the purpose of providing public boating access facilities on waters administered by the \_\_\_\_\_ in the state of Arizona.

WITNESSETH:

WHEREAS, funding for boating access facilities was created pursuant to the Federal Aid (FA) in Sport Fish Restoration Act (16 U.S.C. 777), as amended, and

WHEREAS, the COMMISSION and the SUBGRANTEE desire public boating access facilities to be constructed at lakes in Arizona administered by the SUBGRANTEE.

NOW, THEREFORE, the parties hereto agree as follows:

**A. THE COMMISSION SHALL:**

1. Provide boating access funds for the SUBGRANTEE to develop boating access projects by taking all necessary steps to make application, prepare justification statements, and provide any other information or data required to perfect grant application to the U.S. Fish and Wildlife Service (USFWS) for boating access facilities and related improvements at lakes administered by the SUBGRANTEE.
2. Upon request by the SUBGRANTEE, transfer Boating Access grant funds to the SUBGRANTEE for deposit in the SUBGRANTEE account for the subject facilities. Such grant funds to be expended by the SUBGRANTEE to pay the cost of said construction, including related indirect expenses. Each project approved for funding will be identified by an individual contract.

**B. THE SUBGRANTEE SHALL:**

1. Provide assurance of ownership or control of lands at lake sites on which to construct the boating access facilities and related improvements.
2. Expend funds for the purposes shown in site-specific projects, which are derived from FA Agreements entered into between the DEPARTMENT and the USFWS.

3. Provide the DEPARTMENT with grant payment request, quarterly construction progress reports and statements of expenses incurred under this agreement.
4. Make available to the DEPARTMENT for purposes of periodic and final audit or review those records pertaining to approved projects which are needed for audit.
5. Obtain or provide all clearances needed, including Army Corps of Engineers permits and coordination with other agencies as necessary.
6. Operate and maintain the facilities constructed under a Collection Agreement as public boat launching facilities.
7. Upon the availability of appropriated funds operate and maintain the facilities. If no longer able to operate and maintain the facilities under any circumstances, provide the DEPARTMENT with the authority to assume operational and maintenance responsibilities thereafter.
8. Have the prerogative at some future date to add to or modify these facilities as may be needed to meet current laws, regulations, or public need. Such changes may be made with or without DEPARTMENT participation.

C. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE SAID PARTIES THAT:

1. Joint meetings will be held as necessary relating to individual projects and recommendations for development, administration, and funding needs of boating access facilities.
2. The SUBGRANTEE shall approve all plans or be responsible for the preparation and execution of plans necessary to carry out this agreement. It is understood that all construction will be carried out pursuant to standards and specifications after the DEPARTMENT has reviewed and approved the plans.
3. If funds approved for development by the SUBGRANTEE of facilities described in the FA agreements are not sufficient, the SUBGRANTEE will submit requests to the DEPARTMENT for modifications to the projects to bring the scope of the projects in line with available funds or provide from other sources, funding for costs in excess of those approved under the projects.
4. No contribution to the cooperative fund herein provided for shall entitle the DEPARTMENT to any share or interest in the facilities and improvements constructed under this agreement, other than the right to use the same under regulations of the SUBGRANTEE. All improvements shall be the property of the SUBGRANTEE.
5. Nothing in this agreement shall be construed as obligating the SUBGRANTEE or the DEPARTMENT or the COMMISSION to expend, or as involving the United States or the State of Arizona in any contract or other obligation for the future payment of money in excess of appropriation authorized by law. This agreement may be supplemented or amended at any time by mutual agreement, provided such supplements and amendments have been reviewed and approved by USFWS.
6. No member of or delegate to Congress shall be admitted to share any or part of this agreement or to any benefit that may arise therefrom unless it is made with a corporation for its general benefit.

7. All parties hereby are put on notice that this agreement is subject to cancellation by the Governor pursuant to A.R.S. 38-511.
8. Where not in conflict with Federal law, all parties agree to use arbitration, after exhausting applicable administrative reviews to solve disputes arising out of this agreement where the sole relief sought is monetary damages of \$15,000.00, or less, exclusive of interest and costs.
9. This agreement is subject to Arizona Executive Order 99-4, pertaining to discrimination in employment, which by reference is made a part hereof.
10. This agreement shall become effective upon execution by the last signatory and shall continue in force until terminated after thirty days written notice by either party.
11. Pursuant to A.R.S. 35-214 and 35-215, and Section 41-1279.04 as amended, all books, accounts, reports, files and other records relating to the contract shall be subject at all reasonable times to inspection and audit by the State for five (5) years after completion of the contract. Such records shall be reproduced as designated by the State of Arizona.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates shown below:

ARIZONA GAME AND FISH DEPARTMENT

SUBGRANTEE

By: \_\_\_\_\_

By: \_\_\_\_\_

Secretary to the Commission

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**This document is subject to revision prior to and up to the time of execution**



**ARIZONA BOATING ACCESS PROGRAM (ABAP)**  
**STATE TRUST FUND GRANT F-19-D**

**PROJECT APPLICATION FORM**

(Please Type All Requested Information)

1. Subgrantee:	2. Land Owner (If Not Subgrantee):
3. Subgrantee Address:	
4. Project Title:	
5. Brief Description of Project:	
6. Estimated Project Period: Beginning:  Ending:	7. ABAP Grant Funds Requested:  8. Additional Federal Money (if any): 9. Additional Non-Federal Money (if any): <b>Total Project Cost:</b>
10. Contact Person Name: _____ Title: _____  Telephone No.: _____	
11. Authorized Signature: _____ Date: _____	

**12. REQUIRED ATTACHMENTS:**

- Exhibit "A" Project Site Information (form provided)
- Exhibit "B" Project Proposal Information Sheet (answer questions)
- Exhibit "C" Boating Access Project Information Sheet (answer questions)
- Exhibit "D" Itemized Cost Estimates, Vicinity Map and Schematic Site Plan (form provided)

**Submit 1 original and 4 copies of entire application package**



## ARIZONA BOATING ACCESS PROGRAM (ABAP) PROJECT SELECTION INFORMATION

## Exhibit A

Project Title:

1. Name of Site: \_\_\_\_\_ Elevation: \_\_\_\_\_  
Site Address or Location:  
Legal Description: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_
2. Current Average Annual Boater Use of Site:  
Current Average Annual Non-Boater Use of Site:
3. Describe Vehicle/Pedestrian Access to the Site:
4. Lake Surface Acres \_\_\_\_\_ Maximum Depth \_\_\_\_\_ (ft.) Average Depth \_\_\_\_\_ (ft.)
5. Lake Fluctuations: Typical Year High \_\_\_\_\_ (ft.) Typical Year Low \_\_\_\_\_ (ft.)
6. Inlet(s):                      Name                      Location
7. Outlet(s):                      Name                      Location
8. Describe the Water Level Control (Type and Extent):
9. Describe the Upstream Land Uses:
10. Describe the Present Shoreline Development (Include Other Boating Access Facilities):

## Project Proposal Information Sheet

(Attach sheets as necessary)

### Exhibit B

1. Give a schedule of project accomplishments and deliverables (scope of items). Detail what the end products and deliverables are and when they will be accomplished.
2. List any long-term costs associated with the proposed project or methods that must be considered to provide long-term sustainability for the project. Describe and document how they will be provided for. This may include operation and maintenance costs, future reprinting costs, etc.
3. How will Arizona boaters and/or the Arizona Game & Fish Department be able to utilize and/or benefit directly from the project's end products? Does the project proposal support, supplement or enhance an ongoing job or project?
4. Briefly describe why this project should be funded now versus sometime in the future. (Does it address current issues and/or concerns, what if funding is not granted?)
5. Please list, and then attach any supportive documentation demonstrating that the public, other organizations and/or agencies have reviewed **this proposal**. Examples would include: any media coverage, a bond action, a master plan, an environmental assessment, documents showing organizations have been contacted/involved and/or have endorsed this project proposal. **If the land owner is other than the Subgrantee, list and attach a letter of support from an authorized representative of the landowner.**
6. What publicity do you have planned for the project? Describe how you will give credit to the funding source if your project proposal is awarded.
7. Compare the costs of the proposed project and the expected benefits.
8. Please describe any potential negative side effects this project may create. (Will it degrade the boating experience, threaten the carrying capacity of the lake, or degrade the quality of the outdoor experience)?



## **Boating Access Information Sheet**

(Attach sheets as necessary)

### **Exhibit C**

1. Describe why the site is suitable for the design, construction and maintenance of the project.
2. How does this project proposal integrate into the management objectives for this body of water?
3. Upon completion of this project, will there be new access (previously unavailable), and will the new access be available for more than one boating user group?
4. Describe the anticipated public access in terms of hours per day and days per year, notwithstanding temporary closures to protect the project from damage due to wet weather, fire danger, or other unforeseen conditions.
5. If applicable, how will long-term funding and labor for maintenance of the site be addressed?
6. Is the enhancement expected to result in an increase in gasoline powered boating recreation opportunities?
7. Will the enhancement encourage new boating users? (other types of watercrafts, recreation, watchable wildlife, etc.)
8. To what degree are the drawings and permits necessary to start and complete this project proposal completed and/or submitted? These documents could include engineering/architectural drawings, Environmental Assessments, SHPO, Archaeological Clearances, 404, etc.

## **Itemized Cost Estimates, Vicinity Map, Schematic Site Plan, and Photos**

(Attach sheets as necessary)

### **Exhibit D**

#### **1. Itemized Cost Estimates: (See Appendix A, Form B7)**

<b>Scope Item Description</b>	<b>Total Cost</b>	<b>Subgrantee</b>	<b>Grant Funds</b>
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#### **2. Vicinity Maps and Schematic Site Plan**

(Attach maps – See Appendix A, Form B8)

#### **3. Project Photographs**

**Four (4) 4” x 6” color photographs of the proposed project site/facilities.** Please place the photos on two separate pieces of paper (two photos per paper), if digitalized. Each photo must be labeled with a description of the photo. If sending actual photos, please put a description on the back of each photo and place them in an envelope or plastic photo folder for easy access.

## PROJECT EVALUATION FORM

This form is designed to inform the subgrantee of the documents and permits necessary for the proposed project. The subgrantee is responsible for obtaining all necessary documentation and/or permits for construction of boating access facilities. As the funds to be awarded by the Arizona Game and Fish Department (Department) are State Trust Funds Grant funds, NEPA and ESA, among others, is necessary for every grant recipient. The types of documentation/permits necessary by subgrantees are dependent upon whether the action involves a Federal nexus, in addition to the use of State Trust Funds Grant funding. Such an additional Federal nexus exists if the subgrantee is a federal agency, if the project is to be done on federal land, through the use of additional federal funding, or if the project requires a federal permit. In the event that the proposed project does not have an additional federal nexus (i.e. the subgrantee is a State agency, a county, or a tribe, etc.; with no additional federal funding or permits involved) the Department, will complete the necessary NEPA/ESA documentation. If a Federal nexus in addition to the use of Federal Aid funding exists, the subgrantee must submit all the necessary additional documentation and permits to the Department for review and approval.

Documentation is to be submitted upon notification of awarded grant funds, at which point, the Department will review the documentation. If the status of any of the documents or permits is known at this time, please note the status to the right of each in the space provided. Additional information on the italicized terms can be found in the glossary. Please contact the Boating Facilities Program Manager if there are questions.

**\*Arizona Game and Fish Department Habitat Branch Chief and U.S. Fish and Wildlife Service Division of Federal Aid must approve all project documentation/permits prior to project construction.**

### \_\_\_\_\_ Federal Agency Action (involves federal lands, funds, and/or permit)

**Required documentation:**

- ☐ NEPA compliance documentation (e.g., EIS, EA, Categorical Exclusion) \_\_\_\_\_
- ☐ ESA determination (e.g., BA&E, BO) \_\_\_\_\_
- ☐ Clean Water Act permits (e.g., nationwide permit, Section 404 individual permit, Section 401 certification, correspondence stating no permit required) \_\_\_\_\_

**If applicable, provide:**

- ☐ Cultural resource survey/determination (AGFD Form B5: AGFD SHPO Certification) \_\_\_\_\_
- ☐ Coordination with the Arizona Department of Agriculture regarding vegetation clearing (*Protected Native Plants*) \_\_\_\_\_
- ☐ Burn information (e.g., burn plan, burn permit) \_\_\_\_\_

### OR

### \_\_\_\_\_ Non-Federal Agency Action

Requires an *Arizona Game and Fish Environmental Assessment Checklist* to be completed by Boating Facilities Program Manager.

**Required documentation, if applicable:**

- ☐ Clean Water Act (e.g., nationwide permit, Section 404 individual permit, Section 401 certification, correspondence stating no permit required) \_\_\_\_\_
- ☐ Cultural resource survey/determination (AGFD Form B5: AGFD SHPO Certification) \_\_\_\_\_
- ☐ Coordination with the Arizona Department of Agriculture regarding vegetation clearing (*Protected Native Plants*) \_\_\_\_\_



## AGFD SHPO Certification

This certification is required by regulations implementing the State Preservation Act (A.R.S. § 41-861 through 42-864), effective July 24, 1982. It is understood that recipients of state funds are required to comply with this law throughout the project period. The State Historic Preservation Act mandates that all State agencies consider the potential of activities or projects to impact significant cultural resources. Each State agency is required to consult with the State Historic Preservation Officer with regard to those activities or projects that may impact cultural resources.

**PROJECT TITLE** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Please answer the following questions which provide information on the potential of the project to impact cultural resources:

Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

Are there any known prehistoric and/or historic archaeological sites within the project area that have the potential to be disturbed by the proposed activity?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older within the project area that have the potential to be disturbed by the proposed activity?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

If you have answered "NO" to all of the above questions, please sign on the line below certifying that the activity or project is in compliance (and will remain in compliance throughout the project period) with the State Historic Preservation Act.

\_\_\_\_\_  
Authorized Signature/Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

If you have answered "YES" to any of the above questions you must complete the "SHPO Information Form" and follow the directions on the back of this certification. Forward copies of all information requested to the Arizona Game and Fish Department. **All original copies should be submitted with the application to the Arizona Game and Fish Department. DO NOT FORWARD THIS FORM TO SHPO!**

## SHPO Information Sheet

If you answered “yes” to question #1 on the SHPO Certification page, please provide a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected. Attach extra sheets if more space is needed.

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Please comment on the condition of the current ground surface within the entire project boundary area (i.e., is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Attach extra sheets if more space is needed.

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Has a qualified archaeologist previously surveyed the project area for cultural resources?

\_\_\_\_\_ yes \_\_\_\_\_ no

**If yes, applicant must submit a copy of the Archaeologist’s report.**

Identify the Landowner (Note: if a Federal Agency is involved, they must consult with SHPO pursuant to the National Historic Preservation Act).

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Identify the total project area acreage involved: \_\_\_\_\_

Please submit a copy of both sides of this sheet (SHPO Certification and SHPO Information Sheet) with your grant application package.

If awarded and the collection agreement has been signed...**In addition to the forms needed for application, submit one extra copy of the completed form B5 along with one extra copy of the location map/drawings to be used for SHPO clearance.** The Arizona Game and Fish Department will forward forms from successful grant applicants to the State Historic Preservation Office for their approval. Arizona Game and Fish Department must receive a signed SHPO Certification form or letter from the State Historic Preservation Officer before funds can be released.



(EXAMPLE)

## COLLECTION AGREEMENT FOR CONSTRUCTION OF BOATING ACCESS FACILITIES

This Collection Agreement, hereinafter called Agreement, is hereby entered into under the provisions of the (applicable Federal Act, other law, etc.), and pursuant to the Memorandum of Understanding, dated \_\_\_\_\_, 19XX, by and between the Arizona Game and Fish Commission, through its administrative agency, the Arizona Game and Fish Department, hereinafter called DEPARTMENT, and the \_\_\_\_\_, hereinafter called SUBGRANTEE.

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Authority: DEPARTMENT:

A.R.S. § 17-231(B)(7)

**SUBGRANTEE:**

Agreement Number: CA 0X - XX

Direct Project \$ 0

Project Number: F19D-2X-XXX

Total Amount \$ 0

Project Period for Cost Eligibility: Eligibility Starts: July 1, 200X Eligibility Ends: June 30, 200X

Project Title: \_\_\_\_\_

Project Scope: \_\_\_\_\_

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In consideration of the mutual promises and benefits to the parties, the parties agree to the following special conditions:

### PART I – PERFORMANCE

#### A. ADMINISTRATION

1. **Conditions** - All terms and conditions of the Master Memorandum of Understanding of \_\_\_\_\_, the supplemental Boating Access Memorandum of Understanding of \_\_\_\_\_, and Assistance Agreement No. XXX of \_\_\_\_\_ are by reference incorporated herein. This Agreement and the above-referenced documents constitute the entire agreement between the parties with respect to the above-referenced project. Any other prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein.

The SUBGRANTEE will perform all work under this Agreement in compliance with all federal, state and local laws, rules, regulations and guidelines applicable to this project.

Pursuant to Section 22, Title 41, U.S. Code, no member of, or delegate to, Congress shall be admitted to any share or part of this Agreement, or to any benefits that may arise therefrom.

2. **Legal Authority** – Pursuant to A.R.S. § 17-231(B)(7), the DEPARTMENT, acting under the authority of the Arizona Game and Fish Commission, has the legal authority to enter into this agreement, and the institutional, managerial and financial capability (including funds sufficient to pay nonfederal share of project costs) to ensure proper planning, management, and completion of the project.

3. **Public Access to Information** – Any information with respect to this Agreement possessed by the DEPARTMENT or any federal agency is subject to disclosure under the Freedom of Information Act (5 U.S.C. § 552) and/or Arizona’s Public Records Law.
4. **Endorsement** – Any DEPARTMENT contributions made under this Agreement do not by direct reference or implication constitute DEPARTMENT endorsement of the SUBGRANTEE’s products or activities.
5. **Incorporation of Application** – The SUBGRANTEE’S approved application for grant funds is incorporated herein by reference; however, the terms of this Agreement shall govern over the terms of the approved application in the event of conflict or ambiguity.
6. **Participation in Similar Activities** – This Agreement in no way restricts the SUBGRANTEE or the DEPARTMENT from participating in similar activities with other public or private agencies, organization, and individuals.
7. **Use of Grant Funds** – Awarded grant funds shall be used solely to carry out the terms of this Agreement, pursuant to the eligible purposes of the funding program, Dingell-Johnson Sport Fish Restoration Act, as amended through P.L. 106-580, December 29, 2000 (CFDA no. 15.605) - Federal Aid in Sportfish Restoration – Fish and Wildlife Service, Department of the Interior as defined by statute (43 CFR Part 12 and 50 CFR Part 80), and as approved by the DEPARTMENT.
8. **Transfer of Grant Funds** – Awarded grant funds shall be transferred to the SUBGRANTEE through reimbursement of approved expenditures consistent with the project scope of work.
9. **Grant Accountability** – The SUBGRANTEE shall maintain full accounting of all actual expenses associated with the terms of this Agreement, and provide copies to the DEPARTMENT as requested, and upon completion of the project.
10. **Accomplishment of Project** – The project shall be accomplished according to the terms of this Agreement and applicable Federal and State laws.
11. **Amendments** – The Agreement may be amended by mutual written consent executed by all parties to adjust aspects of the project including, but not limited to, the project period, project costs, specific project scope items, or other specified modifications. The parties are not obligated to fund any changes not approved in advance.
12. **Use of Project** – Projects funded for facilities intended for public use shall be open or available to the public during reasonable, convenient times, and with reasonable access. Seasonal or emergency closures by the SUBGRANTEE and/or land manager are allowable for good cause.
13. **Special Conditions** – Special conditions to this Agreement shall be binding upon and inure to the benefit of the successors and assigns of each of the parties to this Agreement. Breach of any condition shall justify the DEPARTMENT to seek any remedy available under applicable State and Federal Law.
14. **Term of Public Use** – The Term of Public Use of this project shall be **XX** years from the date of the DEPARTMENT letter acknowledging completion of the project.
15. **Operation and Maintenance** - The SUBGRANTEE agrees to operate and maintain all equipment or improvements acquired or constructed with Federal Aid funds throughout the Term of Public Use established in this Agreement. Should the grant-funded equipment or improvements become unavailable for the use prescribed under this Agreement, the DEPARTMENT shall seek any remedy available under applicable State and Federal Law.

The SUBGRANTEE, in accordance with 43 CFR Part 12.65 and 50 CFR Part 80.14 (c), and following completion of the project and the federal grant agreement period, shall use any income incurred from user fees specific to facilities funded under this Agreement only to offset operation and maintenance costs, as described in Part I, item G of this Agreement. The above-referenced CFRs also prohibit use of the facilities that may conflict with the intended purpose.

16. **Land** – Improvements placed on SUBGRANTEE land at the direction of either of the parties, shall thereupon become the property of the SUBGRANTEE, and shall be subject to the same regulations and administration of the SUBGRANTEE, as other SUBGRANTEE improvements of a similar nature.

The DEPARTMENT and the SUBGRANTEE acknowledge that the SUBGRANTEE can comply with the terms and conditions of this Agreement only insofar as the land remains under the management of the SUBGRANTEE. No land or facilities acquired or developed under this Agreement shall, without written approval of the DEPARTMENT, be converted to other than public use during the Term of Public Use. The DEPARTMENT shall approve such conversion only upon acceptance of an equitable replacement facility or property, or upon refund to the DEPARTMENT of a pro rata amount of the funds reimbursed under this Agreement. Any pro rata amount shall be determined by the DEPARTMENT. Conversion shall require the substitution of other land or facilities of a least equal fair market value, and of reasonably equivalent usefulness and location. Such usefulness must consist of new public facilities or services, such that overall services and public boating access in the general area do not decline as a result of the conversion. If approved, replacement property or facilities shall become subject to the terms of this Agreement for the remainder of the original Term of Public Use established under this Agreement.

17. **Obsolescence** – The SUBGRANTEE may petition the DEPARTMENT to declare an area, facility or equipment obsolete during the Term of Public Use if: 1) reasonable maintenance and repairs are not sufficient to keep the facility or equipment operating; 2) changing public needs or operating practices dictate a change in the type of facilities, equipment, or location; or 3) the facility or equipment is destroyed by fire, natural disaster, or vandalism. Should the DEPARTMENT declare such facilities or equipment obsolete, the SUBGRANTEE shall receive a waiver of operation, maintenance, conversion and replacement requirements for the remainder of the Term of Public Use.
18. **Construction** – If construction costs exceed \$100,000, a qualified engineer must: 1) approve engineering plans, specifications, and the feasibility determination; 2) supervise the construction; and 3) furnish a report of final inspection.

#### B. RESPONSIBILITY FOR THIRD PARTY AGREEMENTS

Should the SUBGRANTEE retain any third party to perform work under this agreement, that third party shall be responsible for compliance with all term and conditions of this Agreement. In the event of third party default of any term or condition of this Agreement, the SUBGRANTEE shall be responsible to the DEPARTMENT for any such default or breach.

#### C. PROJECT COSTS AND THE PROJECT PERIOD

Except for pre-agreement costs approved by the DEPARTMENT, only those costs associated with the approved project scope and incurred during the project period shall be eligible for reimbursement according to the terms of this agreement. Combined pre-agreement and design and engineering costs shall not exceed 10% of the approved grant award.

#### D. SUB-CONTRACTS

1. Sub-contracts awarded by the SUBGRANTEE to accomplish approved project work shall incorporate by reference in each sub-contract the provisions of this agreement. The SUBGRANTEE shall ensure and determine that performance is acceptable under each sub-contract.
2. The SUBGRANTEE shall be responsible for payment of services provided by the sub-contractor or other employed individual performing work on this project for services pursuant to this Agreement when due.
3. Any sub-contract for employment by the SUBGRANTEE shall be in writing and shall contain a provision whereby a person so employed, or with whom a sub-contract has been entered, acknowledges that the State of Arizona and the DEPARTMENT shall not be liable for any cost, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

#### E. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

1. The SUBGRANTEE agrees to submit a quarterly project status report to the DEPARTMENT within 30 days after the end of each quarter (quarters end on September 30, December 31, March 31, and June 30). This report will include, at a minimum, the following: 1) Progress in completing the approved scope of work; 2) Any problems encountered and solutions to problems regarding completion of the project; and 3) An accounting of expenditures to



date. Failure to submit the quarterly reports will result in delays in grant reimbursement. Failure to submit reports also may affect eligibility for additional grants.

2. The SUBGRANTEE agrees to consult with the DEPARTMENT, as needed, to review progress. The DEPARTMENT reserves the right to review project progress and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period or required Term of Public Use to assure compliance with the terms of this Agreement.
3. The SUBGRANTEE agrees to provide the DEPARTMENT, upon completion of the project, a completed final Grant Payment Request, a letter stating the project is complete, a letter stating compliance with the requirements of applicable OMB Circulars and the Single Audit Act of 1984 (if applicable), a signed expenditure record that itemizes all expenditures, a final inspection report signed by a qualified engineer or other professional consistent with the project scope, and if requested by the DEPARTMENT, a copy of all documents in support of all approved costs incurred.

#### F. PRODUCT OR PUBLISHABLE MATTER OWNERSHIP

1. Any and all copyrights developed for the products of this project are the property of the SUBGRANTEE. The DEPARTMENT and the Federal Government are hereby granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all products for DEPARTMENT or other governmental purposes, and to authorize others to do so.
2. All materials such as originals, artwork, photographs, paste-ups, negatives, die plates and magnetic media (if any) provided by the DEPARTMENT and used in the production of the printing called for in this Agreement shall remain the property of the DEPARTMENT, and shall be delivered along with the printed material. The DEPARTMENT reserves the right to allow retention and use with the SUBGRANTEE. The DEPARTMENT and the Federal Government are hereby granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all products for DEPARTMENT or other governmental purposes, and to authorize others to do so.

#### G. PROGRAM INCOME AND EARNED INTEREST

Funds provided under this Agreement shall not be used for the purpose of producing income. Income generated as a direct result of the accomplishments of this Agreement is subject conditions dependant upon the current status of the federal grant agreement authorizing boating access funds. Income generated during the federal grant agreement period shall be used to further the purposes of this Agreement, or income shall be returned to the original funding source, as approved by the DEPARTMENT. Income generated after closure of the federal grant agreement period may be retained by the SUBGRANTEE for allowable capital or operating expenses, or returned to the original funding source, as approved by the DEPARTMENT. The duration of the federal grant agreement period is variable and dependant upon several factors. As such, the DEPARTMENT shall, within 30 days of closure of the applicable federal grant agreement, provide written notification to the SUBGRANTEE of this change in status.

#### H. FUND SOURCE RECOGNITION

The SUBGRANTEE agrees to publicly acknowledge the grant program used to assist project accomplishments, including, but not limited to, the installation of signs at the location of the project, or on printed or electronic media, as applicable. Such acknowledgements shall be maintained in good condition throughout the Term of Public Use identified in this Agreement. At a minimum, this acknowledgment shall include the following: "This project was financed in part (or in full) by a Sport Fish Restoration Act grant funded by your purchase of fishing equipment and motor boat fuels, and administered by the Arizona Game and Fish Department." As approved by the DEPARTMENT, fund source recognition signs may be eligible for reimbursement, and/or provided by the DEPARTMENT.

#### I. TRANSFER OF CONTRACTUAL RESPONSIBILITY

The SUBGRANTEE may transfer contracted responsibilities under the terms of this Agreement to another eligible SUBGRANTEE provided that the DEPARTMENT has granted approval prior to transfer. This Agreement shall inure to the benefit of and be binding on the parties, their successors and assigns, and may not be assigned without the consent of the DEPARTMENT except that the SUBGRANTEE may assign or transfer this Agreement to another party in connection with a change in control of ownership.

J. MATCHING FUNDS OR CONTRIBUTIONS

No contribution provided herein or donation or gift of any kind shall entitle the contributors or donors to any share of interest in the said improvements other than the right to use and enjoy the same under existing regulations of the SUBGRANTEE. All improvements in whole or in part from contributed funds shall be and will remain the property of the SUBGRANTEE.

**PART II – PERMITS REQUIRED**

The SUBGRANTEE agrees to meet the requirements of and acquire all permits or approvals necessary to complete the project scope of this Agreement. The SUBGRANTEE must submit the following documentation/permit, if applicable, to the DEPARTMENT, and for approval by the DEPARTMENT before construction aspects of the project can occur. Once the documentation/permits have been received and approved, the DEPARTMENT will notify the SUBGRANTEE that construction can occur.

The following are required documentation/permits, if applicable, from various state and federal agencies:

1. State Historic Preservation Act;
2. U.S. Army Corp of Engineers;
  - a. Clean Water Act - Section 404
  - b. Rivers and Harbors Act of 1899- Section 10
3. Arizona Department of Environmental Quality – Section 401;
4. National Environmental Protection Act of 1969; and
5. Endangered Species Act

The above list of documentation/permits is not all-inclusive, and other documentation/permits may be required. Failure to submit required documentation/permits may affect eligibility for additional grants.

**PART III – COMPLIANCE**

A. ANTI-TRUST

The SUBGRANTEE hereby assigns to the DEPARTMENT any and all claims for overcharges due to anti-trust violations.

B. ARBITRATION

To the extent required by A.R.S. § 12-1518, the parties agree to use arbitration to resolve any dispute arising under this Agreement.

**Federal Subgrantee:** The parties agree to engage in any alternative dispute resolution procedures authorized by their statutes, regulations and court rules, including, but not limited to, 5 U.S.C. § 575 and A.R.S. § 12-1518.

C. INDEMNIFICATION

Unless the SUBGRANTEE is a State agency, or an agency of the United States government, the SUBGRANTEE shall indemnify, save and hold harmless the DEPARTMENT, and the State of Arizona, its agents, departments, officers and employees from any claim, loss, damage, liability, expense, costs, and charges incident to or resulting in any way from any injuries or damage to any person or any damage to any property caused by or resulting from the issuance of or the performance of services rendered as part of this Agreement.

D. NON-DISCRIMINATION

1. In the event it applies, the parties hereby agree to comply with all Federal and State nondiscrimination orders and statutes as may apply, including Title VI, Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, and the Governor's Executive Order No. 99-4, entitled Non-Discrimination in Employment.
2. In the event it applies, the SUBGRANTEE agrees to construct facilities, to provide access to such facilities, and comply with all applicable provisions of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 U.S.C. § 12101-12213 and 47 U.S.C. § 225 and § 611), and applicable State rules and Federal regulations under Acts (28 CFR Part 35 and 36), and A.R.S. § 41-1492 through § 41-1492.12, Structure of Buildings.

E. RECORDS RETENTION AND AUDITS

1. Pursuant to A.R.S. § 35-214, § 35-215, and § 41-1279.04 as amended, each SUBGRANTEE shall retain, and shall contractually require each subcontractor to retain all books, accounts, reports, files and other records relating to the acquisition and performance of the contract for a period of five (5) years after completion of the contract. Federal auditors are entitled to inspect such records pursuant to 43 CFR Part 12.76(i) and Part 12.82. All such documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced at the offices of the Auditor General, the Attorney General, the State Purchasing Office or any agency doing business under this contract.
2. The SUBGRANTEE may substitute microfilm copies in place of original records, but only after project costs have been verified.
3. Unless the SUBGRANTEE is a Federal agency, the SUBGRANTEE shall comply with U.S. Office of Management and Budget (OMB) Circular No. A-133 and its March 2006 supplement. Annual audit reports shall be sent to Arizona Game and Fish Department, ATTN: Internal Auditor, Rules and Risk Management, 2221 W. Greenway Rd., Phoenix, Arizona, 85023.

F. ILLEGAL IMMIGRATION

The parties hereby agree to comply with the Governor's Executive Order No. 2005-30, "Ensuring Compliance With Federal Immigration Laws By State Employers and Contractors", the provisions of which are hereby incorporated by reference.

G. SEVERABILITY

In the event that any provision of this Agreement or portion thereof is held invalid, illegal, or unenforceable, such provision or portion thereof shall be severed from this Agreement and shall have no effect on the remaining provisions of this Agreement, which shall remain in full force and effect.

H. CONFLICT OF INTEREST

Pursuant to A.R.S. § 38-511 and any successor statute, the State or its political subdivision or the DEPARTMENT may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of either party or any of its departments or agencies is, at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract. Such cancellation shall become effective upon written notification from either party.

I. REMEDIES

1. The DEPARTMENT may temporarily suspend grant assistance under the project pending required corrective action by the SUBGRANTEE or pending a decision to terminate the grant by the DEPARTMENT by notifying the SUBGRANTEE in writing. Whenever one party to this Agreement in good faith has reason to question the other party's intent to perform, he or she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within fifteen (15) days, the demanding party may treat this failure as anticipatory repudiation of the Agreement.
2. Upon thirty (30) days written notice to the other party(s), the DEPARTMENT or SUBGRANTEE may terminate this Agreement before the date of completion. The SUBGRANTEE shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The DEPARTMENT will determine if it may, pursuant to Federal rules and regulations, allow full credit to the SUBGRANTEE for the grant share of obligations properly incurred by the SUBGRANTEE before effective termination date and which cannot be canceled.
3. In the event that the SUBGRANTEE fails to comply with the terms and conditions of the Agreement, the DEPARTMENT may pursue any legal remedies available under applicable State or Federal law in order to seek recovery of funds granted to the SUBGRANTEE.
4. The remedies expressed in this Agreement are not intended to limit the rights of the DEPARTMENT or the SUBGRANTEE, and shall not in any way abridge, defer, or limit the DEPARTMENT or SUBGRANTEE rights or remedies under law or defenses under applicable law.

5. Nothing in this Agreement shall be construed as obligating the DEPARTMENT in the expenditure of funds or as involving the DEPARTMENT in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and budgeted and approved by the DEPARTMENT.
6. The DEPARTMENT and the SUBGRANTEE acknowledge that the SUBGRANTEE can comply with the terms of this Agreement only from appropriated funds legally available for such purpose. Nothing in this Agreement shall be construed or interpreted as a requirement that the SUBGRANTEE obligate or pay funds in contravention of the Anti-Deficiency Act, 31 U.S.C. § 1341, or any other applicable provision of law.
7. If the SUBGRANTEE violates applicable State or Federal law or this Agreement, the DEPARTMENT, at its sole discretion, may seek recovery of all funds granted and classify the SUBGRANTEE as ineligible for Boating Access Fund grants for a period not to exceed five (5) years.
8. Unless terminated or amended by written notice, this Agreement will remain in force until written DEPARTMENT acknowledgement of completion of the work, or June 30, 200X. This Agreement will not remain in force if it is not consistent with the Anti-Deficiency Act, or if title to the land changes hands.

J. Termination for Non-Availability of Funds. Every obligation of the Parties under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds for the continuance of this Agreement are not allocated or are not available, this Agreement shall terminate automatically on the date of expiration of funding. In the event of such termination, the Parties shall incur no further obligation or liability under this Agreement other than for payment of services rendered prior to the expiration of funding.

K. **PRINCIPAL CONTACTS:** The principal contacts for this collection agreement are:

SUBGRANTEE Project Contact	DEPARTMENT Project Coordinator
	Ron Christofferson Boating Facilities Program Manager (SSDV) Arizona Game and Fish Department 2221 W. Greenway Rd. Phoenix, AZ 85023
Phone:	Phone: 602-789-3481
FAX:	FAX: 602-789-3327
E-Mail:	E-Mail: rchristofferson@azgfd.gov

SUBGRANTEE Administrative Contact	DEPARTMENT Administrative Contact
	Ron Christofferson Boating Facilities Program Manager (SSDV) Arizona Game and Fish Department 2221 W. Greenway Rd. Phoenix, AZ 85023
Phone:	Phone: 602-789-3481
FAX:	FAX: 602-789-3327
E-Mail:	E-Mail: rchristofferson@azgfd.gov

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year last written below.

SUBGRANTEE

ARIZONA GAME AND FISH DEPARTMENT

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This document is subject to revision prior to and up to the time of execution

**AGFD Form B7****ITEMIZED COST ESTIMATES**

Complete the Itemized Cost Estimates sheet for each component of the project. As accurately as possible, develop cost estimates based on the anticipated costs of completing that scope item. Estimates should reflect realistic prices anticipated at the time the work would be done. Break down each scope item into materials.

Example

**1. Itemized Cost Estimates:**

<u>Scope Item Description</u>	<u>Total Cost</u>	<u>Forest Service</u>	<u>**ABAP</u>
Site Staking	\$ 38,500	\$ 38,500	\$
Clearing, Obliteration, Disposal	13,200	13,200	
Excavation and Embankment	110,000	110,000	
Retaining Walls	66,000	66,000	
Curb & Gutter and Extruded Curb	41,800	29,300	12,500
Asphalt Pavement	123,200	86,200	37,000
Pavement Markings	11,000	7,700	3,300
Concrete Sidewalk	36,300	36,300	
Landscaping	27,500	27,500	
Drainage and Erosion Control	66,000	66,000	
Rip Rap	39,600	39,600	
Gates	11,000	11,000	
Signs	11,000	7,700	3,300
Seeding and Mulching	8,800	8,800	
Decomposed Granite Trails	22,000	22,000	
Ramada Use Sites w/Tables&Grills	286,000	286,000	
Remove One Existing Vault Toilet	5,500	5,500	
Two New 4-Riser Flush Toilets	308,000	154,000	154,000
Water System	89,100	89,100	
Mobilization and Bonding	106,800	99,800	7,000
Construction Administration	133,500	124,500	9,000
Total Construction	\$1,554,800	\$1,328,700	\$226,100
Survey and Design (10%)	155,480	132,870	22,610
<b>TOTAL</b>	<b>\$1,710,280</b>	<b>\$1,461,570</b>	<b>\$248,710</b>

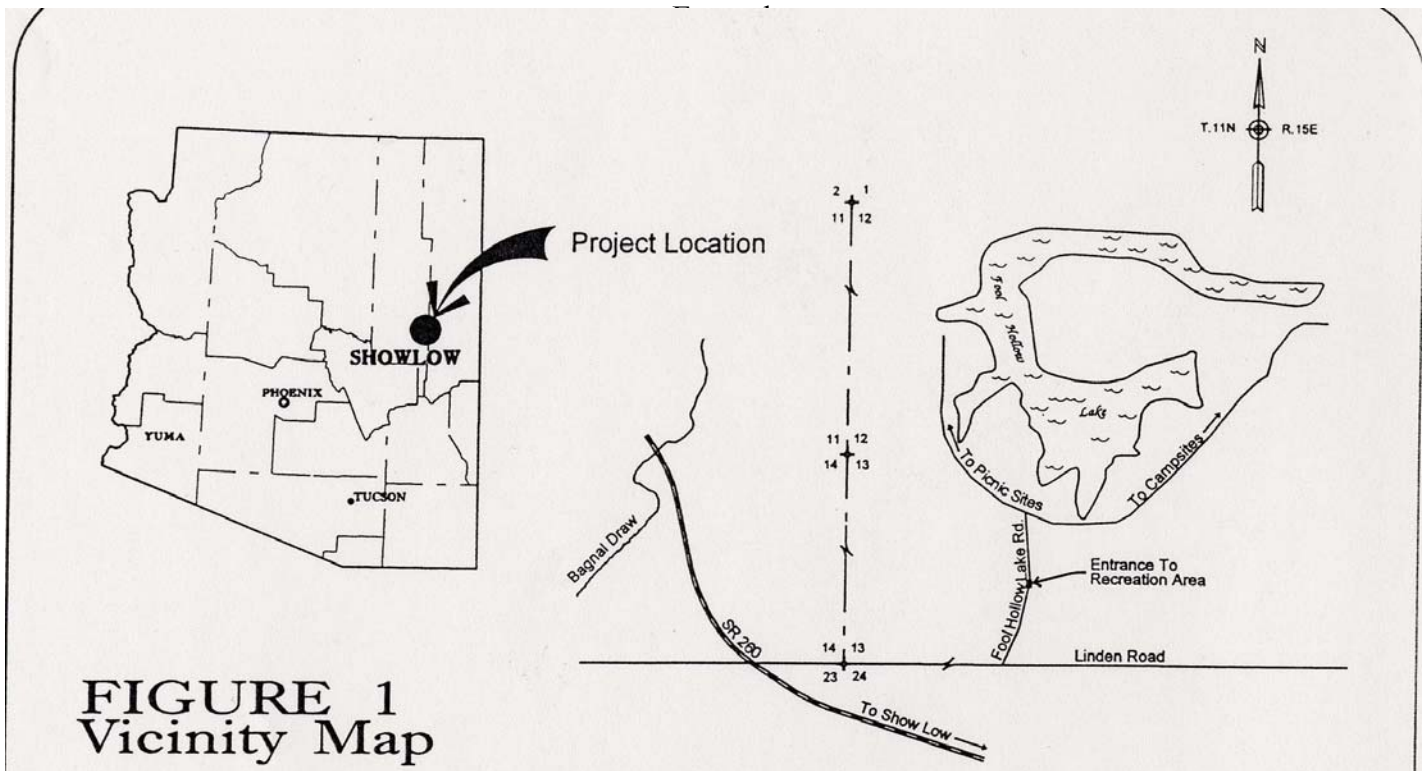
## AGFD Form B8

### LOCATION MAP

The location map should include the following and should be submitted on paper 8 ½" x 11" in size.

1. Topographic information sufficient to show natural landforms and significant man-made features such as lakes, rivers, drainages courses, dams, etc.;
2. Developed or proposed access roads within and through the area;
3. General location of existing and proposed recreation facilities; and
4. North arrow, project title, scale and date prepared.

**For equipment projects:** The location map should indicate the location where the proposed equipment will be placed.

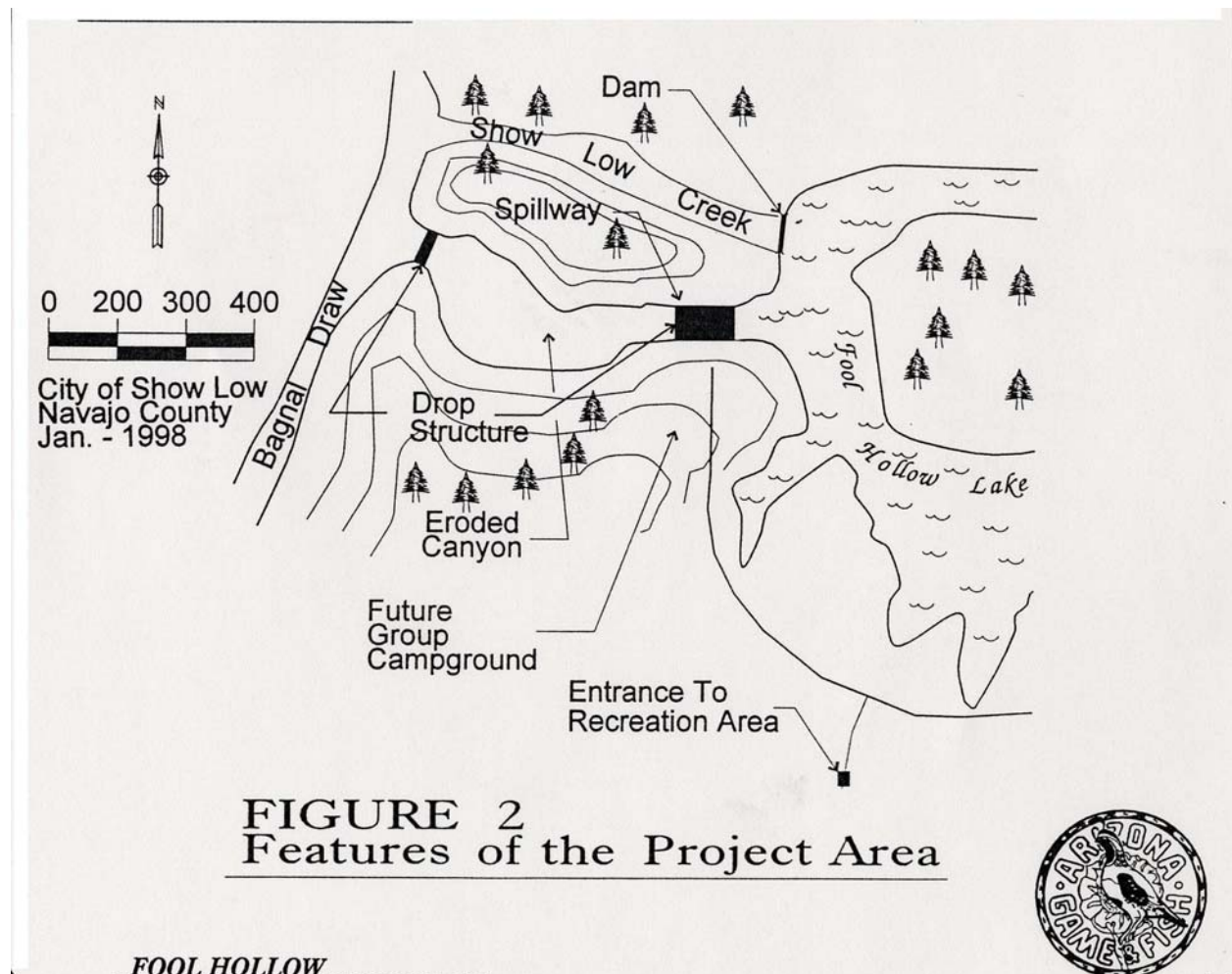


## SITE MAP

The site map should include the following information and should be submitted on paper 8 ½" x 11" in size.

1. Topographic information giving elevation for affected land and submerged areas including proposed modifications caused by grading, high and low water elevations, etc.;
2. Location and dimensions of all existing and proposed roads, parking and paved areas;
3. Location of existing and proposed utilities, sewage disposal areas, and recreational facilities;
4. Location, size, and capacity of all existing and proposed boat launching areas, docks, marinas, aid stations, or other water-based boating/support facilities;
5. Location and configuration of proposed drainage improvements, flood control features, levees, dikes, or river control works, shoreline stabilization, and
6. North arrow, project title, scale, and date prepared.

Example  
Fool Hollow Lake



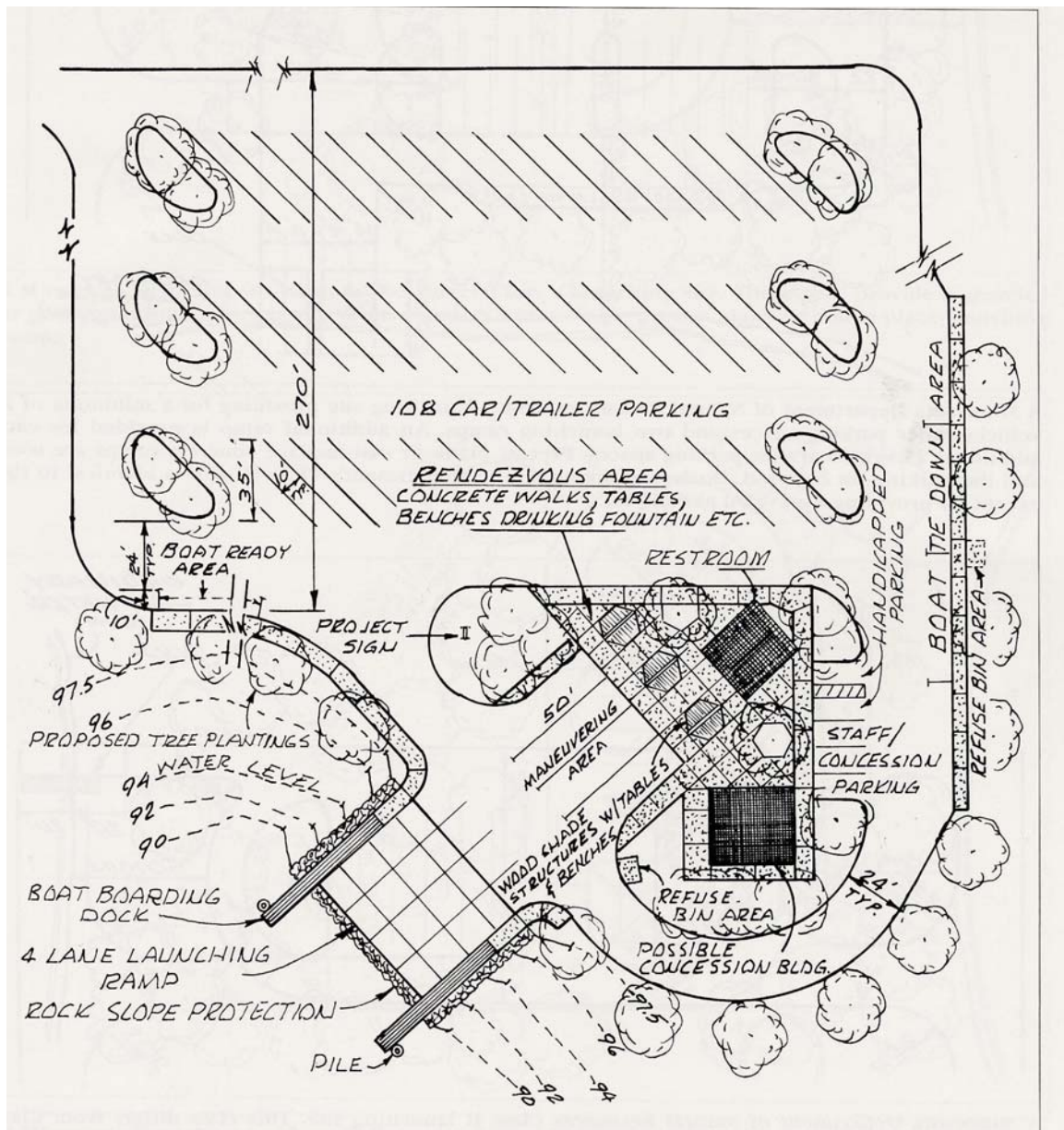


# SCHEMATIC SITE PLAN

Preliminary floor and elevation plans must be submitted for all proposed structures in the application and must be on paper 8 1/2" x 11" in size. An elevation drawing must be submitted to indicate the architectural treatment.

Note: Structures must be designed and built as per the Architectural Barriers Act of 1968 and Arizona Revised Statutes § 34-401 and Title II, American with Disabilities Act of 1990.

Example  
A four-lane facility featuring pull-through parking







**ARIZONA GAME AND FISH DEPARTMENT  
ARIZONA BOATING ACCESS PROGRAM (ABAP)**

**GRANT PAYMENT REQUEST**

(Instruction on reverse)

1. Project Number F 19 D - _____ - _____  Project Title:  Subgrantee:	2. Contact Name/Phone/Fax:
3. Mailing Address:	4. Type of Payment: <input type="checkbox"/> Reimbursement <input type="checkbox"/> Advance <input type="checkbox"/> Partial <input type="checkbox"/> Final *Detailed expenditure record must be attached.
5. Payment Request #:	6. Period Covered by this Request (mm,dd,yy):

7. Approved Scope Items:	\$ Amount this Request
<b>TOTAL:</b>	<b>\$</b>

**CERTIFICATION**

I certify that this request is correct and is based upon actual commitments /obligations of the Subgrantee; that payment from the State has not yet been made or received; that the work and services are in accordance with the project as approved, including amendments thereto; and progress of the work and services under the project is acceptable and is consistent with the amount requested.

**Signature:**

**Date:**

**FOR DEPARTMENT USE ONLY**

Grant Award: \$ \_\_\_\_\_  
Payments to Date: \$ \_\_\_\_\_  
Amount this Payment: \$ \_\_\_\_\_  
Balance: \$ \_\_\_\_\_

Program Coordinator Approval \_\_\_\_\_ Date \_\_\_\_\_  
Accounting Approval \_\_\_\_\_ Date \_\_\_\_\_

### **Instructions for Completing the Grant Payment Request Form**

- Item 1: Enter the project number, project title and subgrantee name as shown on the Collection Agreement.
- Item 2: Enter the name, phone, and fax numbers of the grant contact person.
- Item 3: Enter the mailing address of the grant contact person.
- Item 4: Check the appropriate box. (Advances are considered on a case-by-case basis).
- Item 5: Indicate the payment request number. Payment requests are numbered consecutively, beginning with #1.
- Item 6: Enter the month, day, and year for the beginning and ending of the period for which request is prepared. The dates inserted must fall within the “Project Period” indicated on the Collection Agreement.
- Item 7: List the approved scope items as specified on eligible projects (page 13 of the Manual) to the collection agreement. Costs entered in the “Expenditures this Request” column must equal the total cost expended by the participant for reimbursement projects.
- Certification: The individual authorized in the Collection Agreement shall sign and date the payment request.



**ARIZONA GAME AND FISH DEPARTMENT  
ARIZONA BOATING ACCESS PROGRAM (ABAP)**

**QUARTERLY CONSTRUCTION  
PROGRESS REPORT**

Date: \_\_\_\_\_

Project Number: F19 D - \_\_\_\_\_ - \_\_\_\_\_

Subgrantee: \_\_\_\_\_

Project Name: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Quarter: ☐ July - September ☐ October - December ☐ January - March ☐ April-June

Approved Project Scope Items:	% of Work Completed
<b>Comments (Problems, Solutions, etc.)</b>	

Attach additional page(s) if necessary



**ARIZONA GAME AND FISH DEPARTMENT**  
**ARIZONA BOATING ACCESS PROGRAM (ABAP)**

**PROJECT EXPENDITURE RECORD**  
(Instructions on reverse)

Project Number: F 19 D - \_\_\_\_\_ - \_\_\_\_\_

Project Title: \_\_\_\_\_ Record Preparation  
Subgrantee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Payment Request: \_\_\_\_\_ By: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Date	Invoice #	Vendor	Item Description	Related Scope Item	Amount Paid	Check Number
Total must equal amount claimed on the Grant Payment Request.					\$	

Attach additional page(s) if necessary

## Instruction for Completing the Project Expenditure Record

A complete and accurate record of information must be provided in each column of this form for every listed expenditure. A copy of the completed Expenditure Record must be attached to each Grant Payment Request (AGFD Form B9) submitted to the Arizona Game and Fish Department. Instructions for specific entries are described below:

- **Project Number:** Enter the project number as it appears on the Collection Agreement.
- **Project Title:** Enter the name of the project as it appears on the Collection Agreement.
- **Sub-grantee Name:** Enter the participant name as it appears on the Collection Agreement.
- **Payment Request:** Enter the number of the pay request attached to the Grant Payment Request.
- **Record Preparation:** Enter the date the record was prepared, by whom (print name and sign name), and the telephone number of the preparer.
- **Date:** List all expenditures in chronological order and indicate the date shown on each expenditure.
- **Invoice Number:** Enter the number shown on the invoice as assigned by the vendor. In the case of a contractor's statement, enter the number of the statement as assigned by the contractor.
- **Vendor:** For each invoice or cost item, provide the name of the individual or company from whom the goods or services were purchased.
- **Item Description:** This should briefly, but accurately, describe what was purchased and/or donated. This description may be taken directly from the invoice.
- **Related Scope Item:** Enter the name of the scope item from AGFD Project Application – Itemized Cost Estimates for which the ITEM DESCRIPTION relates. If an invoice contains a list of materials, which were used to construct several approved scope items, each item should be listed. Items not shown in the Collection Agreement or acknowledgement or project cost schedule or in amendments thereto, are not eligible for reimbursement. Ineligible projects need not be listed on the Project Expenditure Record.
- **Amount Paid:** Enter the amount of the actual cost or expenditure, which is eligible for reimbursement. If a portion of the invoice was paid and reimbursed under a previous payment request, list only the amount for which you are now seeking reimbursement.
- **Check Number:** List the corresponding check, work order, or requisition number, which was used to pay each cost item listed. If more than one check, work order, or requisition was used, include all appropriate numbers.

**\*NOTE:** You may use the Project Expenditure Record as a cover sheet and attach any type of billing records and/or financial spreadsheets to the cover sheet. Please make sure the same information requested on the Project Expenditure Record is given in the billing records and/or financial spreadsheets.

**AGFD Form B12****ARIZONA GAME AND FISH DEPARTMENT  
ARIZONA BOATING ACCESS PROGRAM (ABAP)****SITE INSPECTION FORM**

<b>PROJECT #:</b> _____	<b>FY:</b> _____	<b>REGION:</b> _____	<b>MGMT UNIT:</b> _____
<b>AGENCY:</b> _____		<b>COUNTY:</b> _____	
<b>WATERWAY:</b> _____		<b>PROJECT SITE:</b> _____	
<b>APPROVED SCOPE ITEMS:</b> _____ _____			
<b>T/R/SEC #:</b> _____		<b>DIRECTIONS:</b> _____	

1. Is there a sign displayed which makes the site identifiable as a public area? Yes ☐ No ☐  
If yes, where \_\_\_\_\_ If no, please explain \_\_\_\_\_

2. Are the approved scope items being maintained?

**A. PARKING AREA, ROADS AND WALKWAYS:**

General conditions:    \_\_\_ Excellent    \_\_\_ Good    \_\_\_ Fair    \_\_\_ Poor    \_\_\_ N/A

Comments: \_\_\_\_\_

**B. DOCKS:**

General condition:    \_\_\_ Excellent    \_\_\_ Good    \_\_\_ Fair    \_\_\_ Poor    \_\_\_ N/A

Comments: \_\_\_\_\_

**C. LAUNCH RAMPS:**

General condition:    \_\_\_ Excellent    \_\_\_ Good    \_\_\_ Fair    \_\_\_ Poor    \_\_\_ N/A

Comments: \_\_\_\_\_

**D. RESTROOMS:**

General condition:    \_\_\_ Excellent    \_\_\_ Good    \_\_\_ Fair    \_\_\_ Poor    \_\_\_ N/A

Comments: \_\_\_\_\_

**E. SIGNS:**

General condition:    \_\_\_ Excellent    \_\_\_ Good    \_\_\_ Fair    \_\_\_ Poor    \_\_\_ N/A

Comments: \_\_\_\_\_

**F. OTHER:** \_\_\_\_\_

General condition:    \_\_\_ Excellent    \_\_\_ Good    \_\_\_ Fair    \_\_\_ Poor    \_\_\_ N/A

Comments: \_\_\_\_\_

3. Has the site been developed and maintained to provide for ADA access? Yes ☐ No ☐  
If no, please explain \_\_\_\_\_

4. Is there a sign displaying the funding source for project? Yes ☐ No ☐  
If no, please explain \_\_\_\_\_

**ADDITIONS/IMPROVEMENTS SINCE LAST INSPECTION:** \_\_\_\_\_

<b>Inspected by:</b> _____		<b>Date:</b> _____
<b>Project complies:</b> <input type="checkbox"/> <b>Does not comply:</b> <input type="checkbox"/> <b>Repairs needed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Photos taken?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Agency contacted?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Contact Name:</b> _____		<b>Date:</b> _____
<b>Comments:</b> _____ _____		